

# LANCASTER COUNTY

COUNTY - CITY BUILDING Telephone: (402)441-7410  
LINCOLN, NEBRASKA 68508 FAX : (402) 441-6513  
*BOARD OF COMMISSIONERS*

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS

## NOTICE TO BIDDERS SPECIFICATION NO. 03-182

Lancaster County intends to enter into contract and invites you to submit a sealed bid for:

### **ONE (1) KODAK ARCHIVE WRITER FOR LANCASTER COUNTY RECORDS AND INFORMATION MANAGEMENT**

#### **MEETING OR EXCEEDING LANCASTER COUNTY'S SPECIFICATIONS**

Sealed bids will be received by Lancaster County, Nebraska on or before **12:00 noon Central Time, Wednesday, August 20, 2003**, in the office of the Purchasing Agent, "**K**" **Street Complex (SW Wing), Suite 200, 440 So. 8th Street**, Lincoln, NE 68508. Bids will be publicly opened and read aloud in the First Floor Conference Room at the "K" Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bid will not be considered.

#### COMMISSIONERS

---

DEB SCHORR \* LARRY HUDKINS \* RAY STEVENS \* BERNIE HEIER \* BOB WORKMAN  
KERRY EAGAN, Chief Administrative Officer

# SEALED BID

## SPECIFICATION NO. 03-182

BID OPENING TIME: 12:00 NOON  
DATE: Wednesday, August 20, 2003

**ADDENDA RECEIPT:** The receipt of the addenda to the specification number \_\_\_\_ through \_\_\_\_ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of Lancaster County for the listed project agrees to provide the labor, certificate of insurance, materials and equipment in strict accordance with the specifications as prepared by the County for the consideration of the amount set forth in the following price schedule:

### ONE (1) KODAK ARCHIVE WRITER

	DESCRIPTION	QTY	TOTAL PRICE
1.	Archive Writer, as per attached specifications: (Complete with freight, delivery, installation and training) MFG./MAKE/MODEL: _____ 12 MONTH WARRANTY: _____	1 ea	\$ _____
2.	Plus one (1) additional cassette, (need two total):	1 ea	\$ _____
TOTAL BID:			\$ _____

3. **INTERLOCAL PURCHASING:** The County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicate on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with contract terms and conditions, in addition to orders from Lancaster County. ☐ YES ☐ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall Lancaster County be contractually obligated or liable for any purchases by political sub-divisions, cities or counties.

**NO BID BOND REQUIRED**

**NOTE: RETURN 2 COMPLETE COPIES OF BID OFFER AND SUPPORTING MATERIAL.  
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. NO. 03-182**

The undersigned signatory of the bidder represents and warrants that he has full and complete authority to submit this offer to Lancaster County, and to enter into a contract if this offer is accepted.

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE NO.

(Date)

FAX NO.

EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

Email: \_\_\_\_\_

BIDS MAY BE INSPECTED IN THE PURCHASING OFFICES DURING NORMAL BUSINESS HOURS, AFTER TABULATION. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR BID.

# **INSTRUCTIONS TO BIDDERS**

## **LANCASTER COUNTY, NEBRASKA PURCHASING DIVISION**

### **1. BIDDING PROCEDURE**

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document and in a sealed envelope with the bid number and/or description clearly marked on the outside of the envelope.
- 1.3 Each bid must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the bidder; and be signed in ink by the bidder.
- 1.4 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.5 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.6 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.7 Bids received after the time and date established for receiving bids will be rejected.

### **2. EQUAL OPPORTUNITY**

- 2.1 Each bidder agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, bidder shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

### **3. BIDDER'S REPRESENTATION**

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid is made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### **4. INDEPENDENT PRICE DETERMINATION**

- 4.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required

by law, the prices quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

### **5. CLARIFICATION OF SPECIFICATION**

#### **DOCUMENTS**

- 5.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 5.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for bid receipt.
- 5.3 Interpretations, corrections and changes made to the specification documents will be by written addenda.
- 5.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the County; and bidders shall not rely upon such interpretations or changes.

### **6. ADDENDA**

- 6.1 Addenda are written instruments issued by the County prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Addenda will be mailed or delivered to all who are known by the County to have received a complete set of specification documents.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 6.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

### **7. DELIVERY**

- 7.1 Each bidder shall state on the proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.

- 7.2 The County reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 7.3 All bids shall be based upon delivery of equipment or merchandise F.O.B. the County at the location specified by the County, with all transportation charges paid.

#### **8. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 8.1 Copies of the following documents must accompany the bid proposal for all items being bid:
  - 1. Manufacturer's warranties and/or guarantees.
  - 2. Bidder's maintenance policies and associated costs.
- 8.2 As a minimum requirement of the County, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the County. Replacement parts of defective components shall be shipped at no cost to the County. Shipping costs for defective parts returned to the bidder shall be paid by the bidder.

#### **9. ACCEPTANCE OF MATERIAL**

- 9.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 9.2 Material delivered under this proposal shall remain the property of the bidder until:
  - 1. A physical inspection and actual usage of this material is made and found to be acceptable to the County; and
  - 2. Material is determined to be in full compliance with the specifications and accepted proposal.
- 9.3 In the event the delivered material is defective or does not conform to the specification documents and accepted proposal, then the County reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 9.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of Lancaster County, Nebraska, as required by specification documents or purchase orders.
- 9.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forging, stamping, nameplates and logos are acceptable.

#### **10. BID EVALUATION AND AWARD**

- 10.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the County of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 10.2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 10.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

- 10.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the County, and as the County deem will best serve their requirements.
- 10.5 The County reserves the right to accept or reject any or all bids, parts of bids; request rebids; waive irregularities and technicalities in bids; or to award the bid on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the County.

#### **11. INDEMNIFICATION**

- 11.1 The bidder shall indemnify and hold harmless the County, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 11.2 In any and all claims against the County or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 11.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### **12. TERMS OF PAYMENT**

- 12.1 Unless other specification provisions state otherwise, payment in full will be made by the County within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

#### **13. LAWS**

- 13.1 The Laws of the State of Nebraska shall govern rights, obligations, and remedies of Parties under this proposal and any agreement reached as a result of this process.

# SPECIFICATIONS

## ONE (1) KODAK ARCHIVE WRITER

### **GENERAL INFORMATION**

The Lancaster County invites you to submit a sealed bid for the purchase and installation of **one (1) Kodak i9610Archive Writer** complete with training of staff for proper use of new equipment. Unit offered shall meet or exceed the requirements stated herein.

For the purpose of establishing a quality standard the item(s) listed shall serve as a quality standard for which all alternates may be compared. Please complete the enclosed check list indicating any variance to the specifications listed. The County reserves the right to determine if any variance is of material value to the County. All alternates will be considered.

This unit will allow for documents to be electronically written to human readable images for archival storage on 16mm archival media/microfilm. The images will be indexed with AIIM/ANSI Image Marks/Blips that can be retrieved by an automated desktop film reader/scanner. The archival media/microfilm is required to be capable of being processed to archival standards as defined by AIIM/ANSI.

System offered shall include:

1. One (1) Archive Writer that writes the images to microfilm;
2. Two (2) Cassettes (215 ft.) To house the microfilm while in the unit; and,
3. Application software designed to manage the file transfer of images to the Writer and to manage application parameters such as film and indexing formats.

### **DELIVERY AND INSTALLATION**

Bid prices offered shall be new, complete in every way, including freight/delivery costs, with installation and training - ready for use by the County.

Deliver to: County Records and Information Management  
Attn: Brian Pillard, Records Manager  
"K" Street Complex  
440 So. 8<sup>th</sup> Street  
Lincoln, NE 68508-2207

Successful Bidder to coordinate installation of new equipment with Brian Pillard, Records and Information Manager (402) 441-6065.

**SPECIFIC INFORMATION** - All questions regarding these specification must be made in writing to the following:

Kathy Smith, Assistant Purchasing Agent  
"K" Street Complex (SW Wing)  
440 So. 8<sup>th</sup> Street  
Lincoln, NE 68508  
Email: [ksmith@ci.lincoln.ne.us](mailto:ksmith@ci.lincoln.ne.us)  
Phone: (402) 441-8309  
Fax: (402) 441-6513

All questions must be received in the Purchasing Department by no later than, Wed., August 13<sup>th</sup> 2003, to allow adequate time to prepare an addendum to mail to all known specification holders.

FIRM NAME: \_\_\_\_\_

**EQUIPMENT DETAILS** - Complete and return with your offer.

**MEETS SPEC.**

**YES**   **NO**

**Archive Writer:** Institutional grade, similar to the Kodak *i9610*,

Specify brand/model: \_\_\_\_\_

ARCHIVE WRITER SPECIFICATION

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | 1.  | Accept single strip TIF images, compressed in CCITT Group III or Group IV format  |
| ___ | ___ | 2.  | Accept images continuously that were originally scanned between 100dpi and 600 dpi  |
| ___ | ___ | 3.  | Selectively scale the images to an image size on microfilm equivalent to a reduction ratio between 20:1 and 50:1  |
| ___ | ___ | 4.  | Write using variable length advancement of film.  |
| ___ | ___ | 5.  | Write images of any minimal size up to A4 sized images  |
| ___ | ___ | 6.  | Writer Speeds as follows:<br>At 24:1 reduction in comic mode at approximately 90 images / minute<br>At 40:1 reduction in cine duplex mode at app. 200 images / minute<br>NOTE: Throughput varies depending on application |
| ___ | ___ | 7.  | At 40:1 or greater scaling, able to write two images concurrently in 2-up or duplex mode  |
| ___ | ___ | 8.  | At the user's option (for a roll), able to write images in a positive or negative polarity (image marks shall always be in negative polarity)   |
| ___ | ___ | 9.  | At the user's option, able to write to one roll or two rolls of film concurrently (two Cassettes needed for two concurrent rolls)   |
| ___ | ___ | 10. | Accept an unlimited number of different Cassettes (e.g. different Cassettes possibly representing different applications or jobs)   |
| ___ | ___ | 11. | At user's option, write the image roll and frame sequence number in the area between the top edge of the image mark and the lower edge of the image   |
| ___ | ___ | 12. | At the user's option, able to produce a file that correlates the image Name, TIF with the roll and frame number assigned during writing, and that the file shall be exportable  |
| ___ | ___ | 13. | Manufacturer on-site maintenance available for first <b>12 month warranty coverage.</b>   |
| ___ | ___ | 14. | Manufacturer on-site service agreement available for post-warranty coverage<br>List extended warranty period and cost below<br>Coverage period: _____ Amount: \$ _____  |

CASSETTE SPECIFICATIONS

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | 15. | Retain the image address of the last image written (unless the cassette door has been opened)    |
| ___ | ___ | 16. | Be removable from the Writer and maintain the archive media/microfilm in a light-tight condition |

**MEETS SPEC.****YES   NO**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 17. User re-loadable   |
| ___ | ___ | 18. Accepts ANSI/AIIM standard 16mm archive media/microfilm supply reels and media         |
| ___ | ___ | 19. Manufacturer on-site maintenance available for first <b>12 month warranty coverage</b> |
| ___ | ___ | 20. Manufacturer on-site service agreement available for post-warranty coverage            |

**WRITER INTERFACE SOFTWARE**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 21. Operate on a workstation with the following characteristics:   |
|     |     | 21.1 Windows NT version 4.0 with Service Pack 3 or higher <b>or</b>                                      |
|     |     | Windows 2000 Professional or XP  |
|     |     | 21.2 850 MHz Pentium III processor   |
|     |     | 21.3 256 MB RAM  |
|     |     | 21.4 20 Gigabytes (GB) hard drive  |
|     |     | or enough space to hold the desired number of image files  |
|     |     | 21.5 CD ROM drive  |
|     |     | 21.6 28.8-baud modem (recommended)   |
|     |     | 21.7 Monitor, keyboard, mouse  |
|     |     | 21.8 Ethernet adapter compatible with IEEE 802.3, two are recommended                                    |
| ___ | ___ | 22. Cabling from PC to Archive Writer supplied   |
| ___ | ___ | 23. Have a graphical user interface  |
| ___ | ___ | 24. Initiate and terminate any writing session   |
| ___ | ___ | 25. Allow for the user to select the following parameters for image writing and formatting on microfilm: |
|     |     | 25.1 Image polarity  |
|     |     | 25.2 Image mark level  |
|     |     | 25.3 Image roll frame inclusion  |
|     |     | 25.4 Image reduction ratio equivalent  |
|     |     | 25.5 Roll number identification  |
|     |     | 25.6 Starting image address  |
|     |     | 25.7 Image scaling required  |
|     |     | 25.8 Writing header/trailer page(s)  |
|     |     | 25.9 Batch or list input mode  |
|     |     | 25.10 Poll mode option   |
| ___ | ___ | 26. Create a file of the Name.TIF and roll frame sequence number of images written                       |
| ___ | ___ | 27. Create a report to indicate any errors encountered   |
| ___ | ___ | 28. Provide status to the user of the image file being written: % completed, last image written          |
| ___ | ___ | 29. Indicate film supply remaining for each cassette   |
| ___ | ___ | 30. Reports on the jobs completed.   |

**MEETS SPEC.**  
**YES NO**

**REFERENCE ARCHIVE MEDIA**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 31. Available on standard AIIM/ANSI archive media/microfilm supply spools in the following:                                  |
|     |     | 31.1 16mm x 215ft rolls at 2.5mil nominal thickness or   |
|     |     | 31.2 16mm x 100ft rolls at 5.0mil nominal thickness  |
| ___ | ___ | 32. Processed using AIIM/ANSI standard conventional archive media/microfilm processing                                       |
| ___ | ___ | 33. High resolution formulation optimizing the quality of images electronically written by the exposure device of the Writer |
| ___ | ___ | 34. Process-surviving anti-static backing  |
| ___ | ___ | 35. Material Safety Data Sheet (MSDS) available  |

**DELIVERY AND INSTALLATION:**

- |     |     |  |
|-----|-----|--|
| ___ | ___ | 36. Price includes all freight charges, F.O. B. Lincoln, NE.             |
| ___ | ___ | 37. Price includes installation and proper training of County Staff.     |
| ___ | ___ | 37.1 List name of person who will train staff and their office location: |
|     |     | _____  |

**WARRANTY**

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 38. Minimum of 1 year warranty on all parts and labor (attach a copy of the warranty details).                |
|     |     | 38.1 Warranty Repair Location: _____  |
|     |     | _____   |
|     |     | 38.2 Number of Technicians certified to repair this equipment: _____  |
|     |     | 38.3 Any cost to the county for warranty repairs, shipping, handling, etc., during the warranty period: _____ |
|     |     | _____   |
|     |     | 38.4 List prices of extended warranty if available (attach a copy of details - coverage, etc.): _____         |
|     |     | _____   |

**REFERENCES**

39. Provide three references for governmental agencies, or private organizations that are currently using this proposed equipment.

Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approximate date and number of units installed: \_\_\_\_\_



Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approximate date and number of units installed: \_\_\_\_\_

Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approximate date and number of units installed: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date